**Finance Assistant**

Do you want to work for one of the largest residential developers in the UK and to have an opportunity to develop a successful career? This is your chance to join a fantastic Finance team within Taylor Wimpey..

We are looking for a customer and solution focused Finance Assistant with excellent planning and organisation skills and who is able to build positive and trusted relationships.

The successful candidate will assist the Finance Manager with the day to day delivery of the Finance Department, ensuring all staff; suppliers and sub-contractors are paid on time and in line with TaylorWimpey procedures, whilst adhering to and complying with both internal procedures and disciplines, and external requirements

**The Role:**

* Match proof of deliveries to invoices
* Process supplier invoices accurately and timely
* Proactively resolve any invoice discrepancies or disputes with the appropriate business function
* Prepare and process the approved payment run
* Reconcile supplier statements monthly and resolve queries promptly
* Process employee expenses
* Request new accounts in line with Company procedures
* Process Sub Contractor valuations timely
* Proactively resolve any valuation discrepancies or disputes with the Commercial department
* Prepare and process the approved payment run
* Request new accounts in line with Company procedures
* Prepare the Purchase Ledger balance sheet reconciliation for review and analysis by the Assistant Accountant
* Prepare the Sub-Contractor Ledger balance sheet reconciliation for review and analysis by the Assistant Accountant
* Process journals as required

**The Person:**

* Practical experience of Coins and Hyperion are preferable.
* HNC Accounting, AAT or HNC Business Management or equivalent qualification preferable.
* Good Excel skills would be an advantage.

**In order to be successful in this role you must be able to prove eligibility to work in the UK.**

**The Company:**

Taylor Wimpey is a FTSE 100 business and one of the largest residential developers in the UK, building new homes and communities across England, Scotland and Wales.

Our vision is to become the UK’s leading residential developer for creating value and delivering quality. We build over 10,000 homes each year, from one-bedroom apartments to six-bedroom houses all across the country.

Our people are passionate about the house building industry and about our customers. Culturally we pride ourselves in having a diverse work force with an opportunity to grow a career in a variety of environments. We look to develop our people in the skills and areas they are most interested in so if you are looking to join a thriving company going through an exciting period then please get in touch.

**Internal applicants – please advise your Line Manager if applying for this role.**